

NETS

NASA Environmental Tracking System

NETS Guide:

Recycling and Affirmative Procurement



National Aeronautics and Space Administration

Glenn Research Center

**Environmental Management Office
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Recycling and Affirmative Procurement Main Menu

The Recycling and Waste update screens are used to record a site's yearly quantity (in POUNDS) of purchased, recycled, or disposed items. These updates include EPA Guideline and Non-Guideline materials and the dollar amounts associated with each item. The following update screens are supported under the Recycling and Waste option:

- Annual Recycling
- EPA CPG Item Purchases
- RAP Goals
- RAP Projects
- RAP Training
- Recycled Materials
- Solid Waste
- RAP Specifications Summary

Annual Recycling

This is a new sheet in 2002. It addresses two area of annual recycling at the Center level. Demolition projects and office products recycling program.

- Reporting Year
- Demolition Project Quantity
- Demolition Project Recovered Material Quantity
- Office Products Recycling Program
- Recycle Annual Description
- AP Audit
- AP Audit Findings Reported to Management
- AP Audit Findings Tracked by Management
- AP Audit Description
- Date/Site/User

[Click here to go back to: Recycling and Affirmative Procurement Main Menu](#)

Demolition Project Quantity

The total number of construction contracts involving demolition work that was awarded during the reporting year. Estimate the number of demolition projects if exact number is unattainable.

Demolition Project Recovered Material Quantity

The total number of construction contracts involving significant demolition that were awarded during the reporting year that require some or all of the materials resulting from demolition to be recycled, reclaimed or reused.

Office Products Recycling Program

Enter yes if your Center has an active office products recycling program. You can elaborate on what your office products recycling program is in the recycle annual description field. This is a new requirement off the RCRA data call for the FY currently being reported on.

Recycle Annual Description

This is not a mandatory field. This is a narration box for you to elaborate on your Center office products recycling program.

AP Audit

Select Yes or No from the drop-down box.

NASA Facility Affirmative Procurement Program inspection including internal, corporate, external, or other audits.

Examples: IG Audit, EPA Multi-media Inspection, NASA EFR, Facility self-audit

AP Audit Findings Reported to Management

Select Yes or No from the drop-down box to indicate whether or not the facility senior management gets notified of audit results and findings.

AP Audit Findings Tracked by Management

Select Yes or No from the drop-down box to indicate whether or not the facility senior management tracked the audit results and findings.

AP Audit Description

Enter additional details regarding the AP Audit.

Example: Who were you audited by?

EPA CPG Item Purchases

Each site must report purchases made from sources *other than* a Federal Source of Supply. For each item category report the total amount purchased and the portion of total purchases that contained recovered materials.

EPA Guideline Item Purchases are defined as goods that were purchased (some of which contain recycled material) during the Reporting Year for the specified site. EPA Guideline Item Purchases consist of, but are not limited to, concrete and cement, concrete and cement containing fly ash, paper and paper products, paper and paper products containing recovered material, and motor vehicle lubricating oils.

The EPA Guideline Item screen supports the following update areas:

Reporting Year

EPA CPG Item

EPA CPG Purchased

Total Amount Purchased (\$)

Total Quantity Purchased

Number of Waivers Granted

Technical Impediments

Amount Purchased Containing Recovered Materials (\$)

Quantity Purchased Containing Recovered Materials

Center Specification Requirement

Impediments/Waiver Basis Explanation

Date/Site/User

RAP Terms

[Click here to go back to: Recycling and Affirmative Procurement Main Menu](#)

Notes:

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

Containing Recovered Materials - The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

Note: Within this system, the term purchased includes both direct government purchases, as well as procurement of products through government contracts.

Note: The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

EPA CPG Item

Select the EPA Guideline Item Category from the drop-down list. Refer to 40 CFR 247 for more information. The Website address for CFR's is:

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

If the item is not on the list, contact the NETS Help Line at (216) 433-2300 to have it added.

To access related information, click on:

- EPA Guideline Item List for an example list.
- EPA Comprehensive Procurement Guidelines to view.
- [EPA Comprehensive Procurement Guidelines](#) to access the Products site of the EPA Comprehensive Procurement Guidelines. You can also double click on "EPA CPG Item" link in the NETS application on the EPA CPG Item Purchases screen.

EPA Guideline Item List

To access the Products site of the EPA Comprehensive Procurement Guidelines, go to:

<http://www.epa.gov/cpg/products.htm>

EPA Guideline Items include, but are not limited to, the following:

- **Awards and plaques** refers to free-standing statues and boardlike products generally used as wall-hangings.
- **Carpet cushion**, also known as **carpet underlay**, is padding placed beneath carpet to reduce carpet wear caused by foot traffic or furniture indentation, enhance comfort, and prolong appearance.
- **Binders** - Loose-leaf binders containing split metal rings attached to a metal back that hold perforated sheets of paper. Includes chipboard, pressboard, paper-covered and plastic-covered binders, but excludes cloth-covered binders.
Solid Plastic Binders, Plastic Clipboards, Plastic File Folders, Plastic Clip Portfolios, and Plastic Presentation Folders (EPA amended the binder designation to include solid plastic binders containing recovered plastic. EPA also designated plastic clipboards, file folders, clip portfolios, and presentation folders containing recovered plastic.)
- **Building Insulation Products** – A material, primarily designed to resist heat flow, which is installed between the conditioned volume of a building and adjacent unconditioned volumes or the outside. Includes insulation products such as blanket, board, spray-in-place, and loose-fill that are used as ceiling, floor, foundation, and wall insulation.
- **Carpet** – Carpet made of polyester fiber for use in low and medium-wear applications.
- **Cement** – Blended hydraulic cements and portland cements used for making concrete. Cement may contain coal fly ash or ground granulated blast furnace (GGBF) slag.
- **Compost** - Composting is the biological process of converting organic waste under controlled conditions into a product that provides organic matter and nutrients to the soil. Compost improves soil texture, promotes new plant growth, can suppress some plant diseases, and can prevent soil erosion when used as cover for seeded grasses.

- **Concrete** - Contains recovered material ingredients such as Coal fly ash and ground-granulated blast furnace (GGBF).
- **Concrete & Concrete Products** - A mixture of cement, aggregates, and admixtures that may be cast-in-place, or used to produce pre-cast and finished concrete products such as slabs, block and pipe. Concrete and concrete products may contain coal fly ash or ground granulated blast furnace (GGBF) slag.

Concrete Conversion Factors

- **Construction demolition debris** - Construction and Demolition (C&D) debris consists of the waste generated during construction, renovation, and demolition projects. These items include wood; concrete, steel, brick, and gypsum, C&D debris is a large and complex waste stream.
- **Engine Coolants** - Motor vehicle engine coolant, commonly known as anti-freeze, excluding coolants used in non-vehicular applications.
- **Floor Tiles** – Floor tiles containing recovered rubber or plastic used in heavy duty or commercial specialty applications.
- **Flowable fill** is a low strength material that is mixed to a wet, flowable slurry and used as an economical fill or backfill material in place of concrete, compacted soils, or sand.
- **Industrial drums** are cylindrical containers used for shipping and storing liquid or solid materials.
- **Manual-grade strapping** refers to straps of material used with transport packaging to hold products in place on pallets or in other methods of commercial, bulk shipment. Strapping can also prevent tampering and pilferage during shipping.
- **Mats** are temporary or semipermanent protective floor coverings used for numerous applications, including home and office carpet protection, car and truck floor board protection, traction on slippery surfaces, cushion from floor hardness, and reduction of injury risk during athletic events.
- **Motor Vehicle Lubricating Oils** – Lubricating oils containing re-refined oil, including engine lubricating oils, hydraulic fluids, and gear oils, excluding marine and aviation oils.
- **Motor Vehicle Tires** – Tire means the following types of tires: Passenger car tires, light and heavy-duty truck tires, high-speed industrial tires, bus tires, and special service tires (including military agricultural, off-the-road and slow-speed industrial). Airplane tires are excluded.
Army-Tank and Armaments Command (TACOM) will provide data for agencies' purchases of tires for military tactical vehicles. Please provide amounts for Center purchases of tires from other sources, including GSA schedule contracts.
- **Office Recycling and Waste Containers** (plastic, paper or steel) – Recycling containers and waste receptacles made from recovered paper, plastic, or steel, used to collect and transport waste and recyclable materials. Includes deskside and larger, more centralized containers.
- **Paper & Paper Products** – The grades of paper and paperboard most frequently purchased by government agencies, including:
- **Printing and Writing Paper** – Includes coated or uncoated copier paper, stationary, computer printout, offset paper, and note pads.
- **Newsprint** – Groundwood paper generally used to print newspapers.
- **Commercial Sanitary Tissue** – Sanitary tissue products include bathroom and facial tissue, paper towels, napkins, and general-purpose industrial wipers. They are

generally sold in rolls or sheets and are used in personal care, food service, and cleaning applications. Some recycled-content sanitary tissue products are softer, stronger, and more absorbent than others.

- **Paperboard and Packaging** – Includes containerboard (corrugated board) used to make corrugated shipping containers, and paperboard used in a wide variety of packaging applications such as folding cartons, "blister cards", beverage carriers, book and report covers, mailing tubes, and video cassette boxes.
- **Miscellaneous** – Tray liners, also called "doilies" or "place mats", designed to line food service trays in institutional and commercial restaurants and cafeterias.
GSA will provide data for agencies' purchases of paper products made through its stock programs, and Government Printing Office (GPO) will provide data for its purchases on behalf of agencies. Please provide amounts for Center purchases from other sources, including GSA schedule contracts.
- **Park benches and picnic tables** are typically found in parks, outdoor recreational facilities, and on the grounds of office buildings. Recycled milk jugs and aluminum and steel cans can be used to manufacture these items.
- **Plastic Desktop Accessories** - Plastic desktop accessories include desk organizers, desk sorters, desk and letter trays, and memo, note, and pencil holders. These items are typically made from polystyrene and are manufactured by injection-molding.
- **Plastic lumber landscaping timbers and posts** are used to enhance the appearance of and control erosion in parks, highways, housing developments, urban plazas, zoos, and the exteriors of office buildings, military facilities, schools, and other public use areas.
- **Plastic Trash Bags** - Plastic trash bags, also called trash can liners, with recovered material content including HDPE, LDPE, and LLDPE.
- **Playground equipment** includes many components, like slides, merry-go-rounds, hand rails, etc., and is found in parks, schools, child care facilities, institutions, multiple family dwellings, restaurants, resort and recreational developments, and other public use areas.
- **Railroad grade crossing surfaces** are materials placed between railroad tracks, and between the track and the road at highway and street railroad crossings, to enhance automobile and pedestrian safety.
- **Re-Refined Oil** - re-refined lubricating oil is subject to the same stringent refining, compounding, and performance standards as virgin oil for use in automotive, heavy-duty diesel, and other internal combustion engines, hydraulic fluids, and gear oils.
- **Recovered Material** - Required by the Resource Conservation and Recovery Act that the percentage of recovered materials to be used in the performance of the contract would be at least the amount required by the applicable contract specifications.
- **Signage** (including sign posts and supports) - Signs made from recovered materials are used for public roads and highways, as well as inside and outside of office buildings, museums, parks, and other public places.
- **Sorbents** (i.e., absorbents and adsorbents) are materials used to retain liquids and gases in a diverse number of environmental, industrial, agricultural, medical, and scientific applications. Absorbents incorporate a substance while adsorbents gather substances on their surfaces.
- **Structural Fiberboard and Laminated Paperboard** - Structural fiberboard is a panel made from wood, cane, or paper fibers matted together which is used for sheathing, structural, and insulating purposes. Laminated paperboard means board made from

one or more plies of kraft paper bonded together, with or without facers, that is used for decorative, structural, or insulating purposes. Examples of these products include building board, insulating formboard, sheathing, and acoustical and non-acoustical ceiling tile.

- **Toner Cartridges** – Toner cartridges are used in laser printers, photocopiers, fax machines, and micro photographic printers. When the toner is replaced, the cartridges can be returned to the manufacturer to be refilled, refurbished, and cleaned for resale.⁰

GSA and DLA will provide data for agencies' purchases of toner cartridges and remanufactured toner cartridges through their stock programs. However, please provide amounts for Center purchases from other sources, including GSA schedule contracts.

- **Traffic Barricades** – Traffic barricades can be used to redirect or restrict traffic in areas of highway construction or repair. They are typically made from wood, steel, plastic, fiberglass, or a combination of these materials. Many manufacturers have switched to the use of recycled materials in both the supporting frame and rails of the barricades. EPA's designation covers only Types I and II traffic barricades.

¹The recommended recovered materials content levels are based on the dry weight of the raw materials, exclusive of any additives such as adhesives, binders, or coloring agents.

²The recommended materials content levels for steel in this table reflect the fact that the designated items can be made from steel manufactured in either a Basic Oxygen Furnace (BOF) or an Electric Arc Furnace (EAF). Steel from the BDF process contains 25-30% total recovered materials, of which 16% is post-consumer steel. Steel from the EAF process contains a total of 100% recovered steel, of which 67% is post-consumer.

- **Waivers** – A waiver is required if an item does not meet technical performance standards, cost more than 10% of comparable non-recycled content product, are sole source items, and are not available in a timely manner.
- **Wood trimmings** is the utilization of compost such as yard trimmings organic waste from lawns and gardens - grass, leaves, and twigs - to create an effective soil amendment. Food waste compost uses food waste such as fruit and vegetable trimmings and kitchen preparation residuals. Together, yard and food wastes comprise nearly 22 percent of municipal solid waste.

EPA Comprehensive Procurement Guidelines

To access the Products site of the EPA Comprehensive Procurement Guidelines, go to:
<http://www.epa.gov/cpg/products.htm>

This Web site contains a brief description for each of the EPA designated products in the Categories listed below:

- Construction Products
- Landscaping Products
- Nonpaper Office Products

- Paper and Paper Products
- Park and Recreation Products
- Transportation Products
- Vehicular Products
- Miscellaneous Products

Listed below is the entire Comprehensive Procurement Guidelines list:

*Note: The proposed EPA CPG items will be listed in bold located at the bottom of each item.

Product Category	Item	Item-Type	Postconsumer Materials (%)
Non-Paper Office Products	<i>Plastic clipboards</i>	High Density Polyethylene	90
Non-Paper Office Products	"	Polystyrene	50
Non-Paper Office Products	"	Misc. Plastics	15
Non-Paper Office Products	<i>Plastic file folders, Plastic clip portfolios, Plastic presentation Folders</i>	High Density Polyethylene	90
Non-Paper Office Products	<i>Solid plastic binders</i>	High Density Polyethylene	90
Non-Paper Office Products	"	Polyethylene terephthalate	30-50
Non-Paper Office Products	"	Polyethylene terephthalate	100
Non-Paper Office Products	"	Misc. Plastics	80
Non-Paper Office Products	<i>Binders</i>	Plastic-covered	---
Non-Paper Office Products	"	Paper-covered	75-100
Non-Paper Office Products	"	Pressboard	20
Non-Paper Office Products	<i>Office Recycling Containers and Office Waste Receptacles</i>	Plastic	20-100
Non-Paper Office Products	"	Steel	16
Non-Paper Office Products	"	Paper	---
Non-Paper Office	"	-Corrugated	25-50

Products			
Non-Paper Office Products	"	-Solid Fiber Boxes	40
Non-Paper Office Products	"	-Industrial Paperboard	40-80
Non-Paper Office Products	<i>Plastic Desktop Accessories</i>	Polystyrene	25-80
Non-Paper Office Products	<i>Plastic Envelopes</i>	Plastic	25
Non-Paper Office Products	<i>Plastic Trash Bags</i>	Plastic	10-100
Non-Paper Office Products	<i>Printer Ribbons</i>	Procure printer ribbon reinking or reloading services	---
Non-Paper Office Products	"	Procure reinked or reloaded printer ribbons	---
Non-Paper Office Products	<i>Toner Cartridges</i>	Procure remanufacturing services for expended cartridges	---
Non-Paper Office Products	"	Obtain remanufactured toner cartridges or new toner cartridges made with recovered materials from product vendors	---
Non-Paper Office Products	Office Furniture		
Paper Office Products	<i>Uncoated Printing and Writing Papers</i>	Reprographic Paper (e.g., mimeo and duplicator paper, high-speed copier paper, and bond paper)	30
Paper Office Products	"	Offset Paper (e.g., offset printing paper, book paper, and bond paper)	30
Paper Office Products	"	Tablet Paper (e.g., offset paper such as note pads, stationery, and other writing papers)	30
Paper Office Products		Forms Bond (e.g., forms, computer printout paper, and ledger)	30
Paper Office Products		Envelope Paper Wove Kraft	30
Paper Office Products	"	- White and Colored (including manila)	10-20
Paper Office Products	"	- Unbleached	10
Paper Office Products	"	Cotton Fiber Paper (e.g., cotton fiber papers, ledger, stationery and matching envelopes, and other writing papers)	30

Paper Office Products	"	Text & Cover Paper (e.g., cover stock, book paper, stationery and matching envelopes, and other writing paper)	30
Paper Office Products	"	Supercalendered	10
Paper Office Products	"	Machine Finish Groundwood	10
Paper Office Products	"	Papeteries	30
Paper Office Products	"	Check Safety Paper	10
Paper Office Products	<i>Coated Printing and Writing Papers</i>	Coated Printing Paper	10
Paper Office Products	"	Carbonless	30
Paper Office Products	<i>Bristols</i>	File Folders (manila and colored)	30
Paper Office Products	"	Dyed Filing Products	20
Paper Office Products	"	Cards (index, postal, and other, including index sheets)	20
Paper Office Products	"	Pressboard Report Covers and Binders	20
Paper Office Products	"	Tags and Tickets	20
Paper Office Products	<i>Newsprint</i>	Newsprint	20-85
Paper and Paper Products	<i>Commercial/Industrial Sanitary Tissue Products</i>	Bathroom Tissue	20-60
Paper and Paper Products	"	Paper Towels	40-60
Paper and Paper Products	"	Paper Napkins	30-60
Paper and Paper Products	"	Facial Tissue	10-15
Paper and Paper Products	"	General Purpose Industrial Wipers	40
Paper and Paper Products	<i>Paperboard and Packaging Products</i>	Corrugated containers	25-50
Paper and Paper Products	"	(300 psi)	25-30
Paper and Paper Products	"	Solid Fiber Boxes	40
Paper and Paper Products	"	Folding Cartons	40-80
Paper and Paper Products	"	Industrial paperboard (e.g., tubes, cores, drums, and cans)	45-100

Paper and Paper Products	"	Miscellaneous (e.g., pad backs, covered binders, book covers, mailing tubes, protective packaging)	75-100
Paper and Paper Products	"	Padded mailers	5-15
Paper and Paper Products	"	Carrierboard	10-15
Paper and Paper Products	"	Brown papers (e.g., wrapping paper and bags)	5-20
Paper and Paper Products	<i>Miscellaneous Paper Products</i>	Tray Liners	50-75
Construction Products (Building Insulation)	<i>Rock Wool</i>	Slag	---
Construction Products (Building Insulation)	<i>Fiberglass</i>	Glass Cullet	---
Construction Products (Building Insulation)	<i>Cellulose Loose-Fill and Spray-On</i>	Postconsumer Paper	75
Construction Products (Building Insulation)	<i>Perlite Composite Board</i>	Postconsumer Paper	23
Construction Products (Building Insulation)	<i>Plastic Rigid Foam, Polyisocyanurate/Polyurethane:</i>		
Construction Products (Building Insulation)	<i>Rigid Foam</i>	---	---
Construction Products (Building Insulation)	<i>Foam-in-Place</i>	---	---
Construction Products (Building Insulation)	<i>Glass Fiber Reinforced</i>	---	---
Construction Products (Building Insulation)	<i>Phenolic Rigid Foam</i>	---	---
Construction Products (Building Insulation)	<i>Plastic, Non-Woven Batt</i>	Recovered and/or Postconsumer Plastics	---
Construction Products (Building Insulation)	<i>Cement and Concrete</i>	Cenospheres	
Construction Products (Building Insulation)	<i>Cement and Concrete</i>	Silicia fume	
Construction Products (Building Insulation)	<i>Cement and Concrete</i>	Modular Threshold Ramps	
Construction Products (Building Insulation)	<i>Cement and Concrete</i>	Non Pressure Pipe	
Construction Products (Building Insulation)	<i>Cement and Concrete</i>	Roofing Materials	
Construction Products (Carpet)	<i>Polyester Carpet</i>	Polyethylene terephthalate	25-100
Construction Products (Carpet)	<i>Face Fiber</i>	---	---

Construction Products (Carpet Cushion)	Bonded polyurethane	Old Carpet Cushion	15-50
Construction Products (Carpet Cushion)	Jute	Burlap	40
Construction Products (Carpet Cushion)	Synthetic fibers	Carpet fabrication scrap	
Construction Products (Carpet Cushion)	Rubber	Tire rubber	60-90
Construction Products (Carpet Cushion)	Nylon Carpet		
Construction Products (Carpet Cushion)	Nylon Carpet backing		
Construction Products	Cement and Concrete	Coal Fly Ash	---
Construction Products (Railroad Grade Crossing Surfaces)	Concrete/Coal	Fly Ash	---
Construction Products (Railroad Grade Crossing Surfaces)	Rubber	Tire rubber	---
Construction Products (Railroad Grade Crossing Surfaces)	Steel		*16/67
Construction Products	Flowable Fill	Coal Fly Ash and/or Ferrous Foundry Sands	Percentages vary on a per job basis
Construction Products	"	Ground Granulated Blast Furnace Slag	---
Construction Products	Reprocessed Latex Paint	White, Off-white and Pastel Colors	20
Construction Products	"	Grey, Brown, Earthtones, and Other Dark Colors	50-99
Construction Products	Consolidated Latex Paints		100
Construction Products	Patio Blocks	Rubber or Rubber Blends	90-100
Construction Products	"	Plastic or Plastic Blends	---
Construction Products	Floor Tiles (heavy duty/commercial use)	Rubber	90-100
Construction Products	"	Plastic	---
Construction Products	Structural Fiberboard	---	---
Construction Products	Laminated Paperboard	Postconsumer Paper	100

Construction Products	<i>Shower and Restroom Dividers/Partitions Containing Recovered Plastic or Steel</i>	Plastic	20-100
Construction Products	"	Steel	16
Landscaping Products	<i>Plastic Lumber Landscaping Timbers and Posts</i>	High Density Polyethylene, Low Density Polyethylene, Polyethylene terephthalate	25-100
Landscaping Products	"	Mixed Plastics/Sawdust	50
Landscaping Products	"	High Density Polyethylene/Fiberglass	75
Landscaping Products	"	Other mixed resins	50-100
Landscaping Products	<i>Garden Hose</i>	Rubber and/or Plastic	60-65
Landscaping Products	<i>Soaker Hose</i>	Rubber and/or Plastic	60-70
Landscaping Products	<i>Paper-Based Hydraulic Mulch</i>	Paper	100
Landscaping Products	<i>Wood-Based Hydraulic Mulch</i>	Wood and Paper	---
Landscaping Products	<i>Yard Trimmings and/or Food Waste</i>	procuring agencies purchase or use compost made from yard trimmings, leaves, and/or grass clippings in such applications as landscaping, seeding of grasses/plants, as nutritious mulch under trees/shrubs, and in erosion control and soil reclamation	
Landscaping Products	<i>Lawn and Garden Edging</i>	Plastic and/or Rubber	30-100
Park and Recreation Products	<i>Fencing Containing Recovered Plastic</i>	Plastic	60-100
Park and Recreation Products	<i>Playground Equipment</i>	Plastics	90-100
Park and Recreation Products	"	Plastic Composites	50-75
Park and Recreation Products	"	Steel	*16/ 67
Park and Recreation Products	"	Aluminum	25
Park and Recreation Products	"	Rubber or Plastic	90-100
Park and Recreation Products	<i>Park Benches and Picnic Tables</i>	Plastic	90-100

Park and Recreation Products	"	Plastic composites	50-100
Park and Recreation Products	"	Aluminum	25
Park and Recreation Products	"	Concrete	
Park and Recreation Products	"	Steel	67
Park and Recreation Products	<i>Running Tracks</i>	Rubber or Plastic	90-100
Transportation Products	<i>Channelizers</i>	Plastic	25-95
Transportation Products	"	Rubber (base only)	100
Transportation Products	<i>Delineators</i>	Plastic	25-90
Transportation Products	"	Rubber (base only)	100
Transportation Products	"	Steel (base only)	*16/67
Transportation Products	<i>Flexible Delineators</i>	Plastic	25-85
Transportation Products	<i>Parking Stops</i>	Plastic and/or Rubber	100
Transportation Products	"	Concrete Containing Coal Fly Ash	---
Transportation Products	"	Concrete Containing Ground Granulated Blast Furnace Slag (GGBF)	---
Transportation Products	<i>Traffic Barriers (Types I and II)</i>	High Density Polyethylene, Low Density Polyethylene, Polyethylene terephthalate	80-100
Transportation Products	"	Steel	*16/67
Transportation Products	"	Fiberglass	---
Transportation Products	<i>Traffic Cones</i>	PVC, Low Density Polyethylene, Crumb Rubber	---
Vehicular Products	<i>Engine Coolants</i>	1. reclaiming the spent engine coolants onsite for use in the agencies' vehicles or establishing a service contract for reclamation of the agencies' spent engine coolant for use in the agencies' vehicles.	---

Vehicular Products	<i>Re-refined Lubricating Oils</i>	procuring agencies set their minimum re-refined oil content standard at the highest level of re-refined oil that they determine meets the statutory requirements of RCRA section 6002(c)(1), but no lower than 25 percent re-refined oil.	---
Vehicular Products	<i>Retread Tires</i>	---	---
Vehicular Products	<i>Tires</i>		
Vehicular Products	<i>Rebuilt Vehicular Parts</i>		
Miscellaneous Products	<i>Wooden pallets</i>	Wood	95-100
Miscellaneous Products (Plastic pallets)	<i>-Plastic Lumber</i>	Plastic	100
Miscellaneous Products (Plastic pallets)	<i>-Thermoformed</i>	Plastic	25-49
Miscellaneous Products	<i>Paperboard pallets</i>	Paperboard	50
Miscellaneous Products	<i>Sorbents-oil and solvent clean up and animal bedding</i>	Paper	90-100
Miscellaneous Products	"	Textiles	95-100
Miscellaneous Products	"	Plastics	---
Miscellaneous Products	"	Wood	---
Miscellaneous Products	"	Other Organics/Multi-Materials	---
Miscellaneous Products	<i>Steel Industrial Drums</i>	Steel	16
Miscellaneous Products	<i>Plastic Industrial Drums</i>	High Density Polyethylene	30-100
Miscellaneous Products	<i>Fiber Industrial Drums</i>	Paper	100
Miscellaneous Products	<i>Awards and Plaques</i>	Glass	75-100
Miscellaneous Products	"	Wood	---
Miscellaneous Products	"	Paper	40-99

Miscellaneous Products	"	Plastic and Plastic/Wood Composite	50-100
Miscellaneous Products	Mats	Rubber	75-100
Miscellaneous Products	"	Plastic	10-100
Miscellaneous Products	"	Rubber/Plastic Composite	100
Miscellaneous Products	Manual-Grade Polyester Strapping	Polyethylene terephthalate	50-85
Miscellaneous Products	Manual-Grade Polypropylene Strapping	PP	---
Miscellaneous Products	Manual-Grade Steel Strapping	Steel	*16/67
Miscellaneous Products	Signs	Plastic	80-100
Miscellaneous Products	"	Aluminum	25
Miscellaneous Products	Sign Posts/Supports	Plastic	80-100
Miscellaneous Products	"	Steel	*16/67
Miscellaneous Products	Bike Racks	Metal	
Miscellaneous Products	Blasting Grit		

*The recommended recovered materials content levels for steel in this table reflect the fact that the designated item is steel manufactured in either a Basic Oxygen Furnace (BOF) or an Electric Arc Furnace (EAF). Steel from the BOF process contains a total of 30% total recovered materials, of which 16% postconsumer steel. Steel from the EAF process contains a total of 67% recovered materials, of which 67% is postconsumer.

Definitions as found in the Strategic Plan To Implement EO 13101 Greening the Government Through Waste Prevention: Federal Acquisition Regulation 3-12-99: **Postconsumer materials** means a material or finished product that has served its intended purpose, has been discarded for disposal for recovery, and is part of the broader category of recovered material. **Recovered materials** means materials and by-products that have been recovered or diverted from solid waste, but such item does not include products generated from, and commonly reused within, and original manufacturing process (42 U.S.C 6903 (19)).

*Note the proposed EPA CPG items will be listed in bold located at the bottom of each item.

Concrete Conversion Factors

1. Number of cubic feet in a cubic yard of concrete

1 yard = 3 feet

1 cubic yard = 27 cubic feet

2. Number of pound of concrete in a cubic yard of concrete

Density of concrete is 150 lbs./cu ft, therefore,

1 cubic yard of concrete will weigh = $150 \text{ lbs./cu ft} \times 27 \text{ cu ft} = 4050 \text{ lbs.}$

3. Number of tons of concrete in a cubic yard of concrete

1 ton = 2000 lbs., therefore,

1 cubic yard of concrete will be = $4050 \text{ lbs.} \times (1 \text{ ton}/2000 \text{ lbs.}) = 2.025 \text{ tons}$

EPA CPG Purchased

Select an Environmental Protection Agency (EPA) Comprehensive Procurement Guideline (CPG) Item from the pull down menu and enter yes, not purchased, or no information available for each of the items in the menu.

(Yes) The EPA CPG Item currently selected was purchased in the current Fiscal Year at your center.

(Not purchased) The EPA CPG Item currently selected was not purchased in the current Fiscal Year at your center.

(No Information) Your center is not currently tracking the purchases of the EPA CPG Item currently selected.

Total Amount Purchased (\$)

Type in the total dollar amount (rounded to the nearest whole dollar) of all items purchased in the EPA Guideline Item Category, whether they contained recovered material or not.

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

Total Quantity Purchased

Type in the total quantity purchased the EPA Guideline Item Category, whether they contained recovered material or not.

This field is not applicable to EPA Guideline Items with a unit type of n/a.

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

Number of Waivers Granted

If an item purchased does not meet the CPG requirements a waiver must be provided. The numbers of waivers counted are those signed by your environmental manager.

Waivers – A waiver is required if an item does not meet technical performance standards, cost more than 10% of comparable non-recycled content product, are sole source items, and are not available in a timely manner.

Technical Impediments

Were there any technical impediments to increasing the amount of this product containing recovered materials purchased by your Center in the FY currently being reported on?

Amount Purchased Containing Recovered Materials (\$)

Report the total dollar amount spent on purchases of each EPA Guideline Item during the reporting period. An EPA Guideline Item: (1) is, or can be, made with recovered material; (2) is listed in an EPA procurement guideline (40 CFR part 247); and (3) meets EPA purchasing recommendations contained in a related EPA Recovered Material Advisory Notice (RMAN).

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

Containing Recovered Materials - The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

Quantity Purchased Containing Recovered Materials

Type in the total quantity of the purchased EPA Guideline Item that contained Recovered Materials.

This field is not applicable to EPA Guideline Items with a unit type of n/a.

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

Containing Recovered Materials - The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

Center Specification Requirement

Select Yes or No from the drop-down box to indicate whether or not the use of recovered materials in this item a Center Specification Requirement. Yes or No?

Impediments/Waiver Basis Explanation

Type in a brief narrative explaining your waiver compliance and why you were prevented from purchasing all of the EPA Guideline Items in accordance with RMAN.

RAP Goals

A screen showing Centers achievements within the Federal Government in waste prevention, recycling, and affirmative procurement by achieving a waste diversion goal of 35% by the year 2010 and maintaining 100% compliance in affirmative procurement.

Reporting Year

Solid Waste Diversion Goal by 2005

Solid Waste Diversion Goal by 2010

Goal to Increase Procurement of EPA-Designated Recycled Content Products

EPA-Designated Recycled Goal

EPA-Designated Recycled Progress

Goal to Increase Environmentally Preferable Products

Environmentally Preferable Products Goal

Environmentally Preferable Products Progress

Date/Site/User

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Solid Waste Diversion Goal by 2005

Center goal to divert solid waste from the landfill FY 2005.

Diversion Projects – Is a solid Waste Prevention practice that prevents all Municipal Waste from going to the landfill. Therefore the waste is not being created, is reused/donated, and recycled. Diversion does not include Hazardous wastes and Construction demolition debris

Solid Waste Diversion Goal by 2010

Center goal to divert solid waste from the landfill FY 2010.

Diversion Projects – Is a solid Waste Prevention practice that prevents all Municipal Waste from going to the landfill. Therefore the waste is not being created, is reused/donated, and recycled. Diversion does not include Hazardous wastes and Construction demolition debris.

Goal to Increase Procurement of EPA-Designated Recycled Content Products

Center goal to buy all CPG products within the EPA's standard requirements. This goal is to maintain 100% compliance in affirmative procurement by 2010.

EPA-Designated Recycled Goal

To influence each Center to purchase items with appropriate designated recycled content standards.

EPA-Designated Recycled Progress

To maintain and advance Center purchasing of products with the appropriate designated recycled content standards.

Goal to Increase Environmentally Preferable Products

Center strategies to provide for written policies, cooperative efforts, green teams, outreach, incentive programs, employee training, and promote pilot projects.

Environmentally Preferable Products Goal

To meet Centers goals in simplifying and streamlining purchasing while recognizing that the definition of "environmentally preferable" includes tactics such as pollution prevention, life cycle cost analysis, comparison of environmental impacts, and performance of products and services.

Environmentally Preferable Products Progress

To maintain and advance Center purchasing of Environmentally Preferable Products (EPP) products into buildings (construction, renovations, and maintenance), cafeteria supplies, office supplies, cleaning products, pest management, vehicle fleets and other.

RAP Projects

RAP Project is a designated change in the waste stream flow by recycling or reusing item instead of sending them to a landfill or incinerator.

Reporting Year

RAP Project Name

RAP Project Type

RAP Project Status

RAP Project Description

RAP Project POC

RAP Project Start Date

RAP Project End Date

RAP Project Funding

RAP Project Funding Amount (\$)

RAP Project Savings Amount (\$)

Date/Site/User

RAP Terms

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RAP Project Name

Descriptive title that refers to the project.

RAP Project Type

To distinguish and specify if a waste diversion project or recycling project are utilized at your Center.

RAP Project Status

Select the current status of the project that was described.

RAP Project Description

A description of a specific project provided by your Center that includes the use of recycling and affirmative procurement. Include at least a paragraph describing the project.

RAP Project POC

Name, phone number or email of a individual responsible for the project.

RAP Project Start Date

Origination date of project.

RAP Project End Date

Proposed or actual date of project completion.

RAP Project Funding

Center funds(facility budget), HQ's/Center funds(facility and HQ's budget), Contractor funds(NASA contracting budget), NASA HQ's funds(HQ's budget only) or other funds (outside source funded/non-NASA).

RAP Project Funding Amount (\$)

Proposed or actual amount spent on the project.

RAP Project Savings Amount (\$)

Proposed or actual amount saved on the project.

RAP Training

Provides a Center overview of the total number of acquisition personnel trained in buying recycled for the last three years.

Reporting Year

Trainer of Buy-Recycled

Number of Acquisition Personnel

Number of Acquisition Personnel Trained

Training Provided By

Number of Purchase Card Holder Personnel

Number of Purchase Card Holder Personnel Trained

Trainer of Card Holders

Training Description

Date/Site/User

[Click here to go back to: Recycling and Affirmative Procurement Main Menu](#)

Trainer of Buy-Recycled

Personnel with knowledgeable skills and requirements of the EPA's CPG item categories and percentages.

Number of Acquisition Personnel

The number of personnel in the procurement office and COTRs/initiators.

Acquisition Personnel - Are personnel that work in the Procurement Office as well as COTRs/initiators, but excludes purchase card users.

Note: If the Center does not know the number of COTRs/Initiators, the estimation is one per active contract. In addition, anyone trained in Affirmative Procurement other than credit card holders are accounted for.

Number of Acquisition Personnel Trained

The number of personnel in the procurement office and COTRs/initiators that have been trained.

Acquisition Personnel - Are personnel that work in the Procurement Office as well as COTRs/initiators, but excludes purchase card users.

Note: If the Center does not know the number of COTRs/Initiators, the estimation is one per active contract. In addition, anyone trained in Affirmative Procurement other than credit card holders are accounted for.

Training Provided By

Personnel at your Center that provides recycling and affirmative procurement training.

Number of Purchase Card Holder Personnel

The number of personnel that have been given permission to hold a government credit card.

Number of Purchase Card Holder Personnel Trained

The number of government credit card holders that are trained to buy recycled.

Trainer of Card Holders

Affirmative procurement or environmental personnel.

Training Description

Provide a practical, hands-on information for recycling officials, purchasing officials and Agencies on buying recycled.

Recycled Materials

Recycled Materials are those which have generated a positive dollar amount resulting from the sale of materials during the Reporting Year for the specified site. These materials consist of, but are not limited to, paper, scrap metal, and cardboard.

The Agency's partners include outside sources, small and large businesses, citizens groups, state and local governments, universities and trade associations. These partnerships often fall under broad areas of focus, including agricultural issues, global climate change and pollution prevention. (i.e. Air force base, NAVY, GSA, etc.)

If the material you require is not on the drop-down menu, contact Headquarters to have it added to the database. The Recycled Materials screen supports the following reporting areas:

Reporting Year

Recycled Material Name

Revenue from Sale (\$)

Quantity Recycled

Cost to Recycle (\$)

Recycled Material Comments

Date/Site/User

RAP Terms

[Click here to go back to: Recycling and Affirmative Procurement Main Menu](#)

Recycled Material Name

Select the specific Recycled Material name (from the drop-down list) that was sold and for which moneys were received.

If the item is not on the list, contact the NETS Help Line at (216) 433-2300 to have it added.

Recycled Material reports shown in pounds (lbs.) have been automatically converted using the following conversion factors:

Antifreeze	9 lbs. / gal
Fluorescent Lamp	1.25 lbs. / unit
Photo Fixer	9 lbs. / gal
Tire	25 lbs. / unit
Toner Cartridge	1.5 lbs. / unit
Waste Oil	8 lbs. / gal
Yardwaste	385 lbs. / cubic yard

Revenue from Sale (\$)

Revenue from Sale is the total dollar gross receipt realized from sale of waste materials to recyclers. Gross receipts should not be adjusted to account for material collection, sale and management costs in reporting revenue for sale.

Quantity Recycled

Type in the total number of the selected Recycled Item (for example: paper, scrap metal, or cardboard) that was sold and for which moneys were received. The Quantity Recycled is for the entire Reporting Year (per site).

Cost to Recycle (\$) (Optional)

For the Recycled material selected from the dropdown menu, enter the fee associated with recycling this material annually.

Recycled Material Comments

Additional data that your Center has on recycling, donating or reusing of materials.

Solid Waste

The Solid Waste data collection screen reports the total number of POUNDS and the TOTAL COST PER TON spent on the disposal of cardboard, paper, scrap metal, *etc.*, for the Reporting Year per specified site. Solid waste is waste that is incinerated or disposed to landfill not including hazardous waste or items that were recycled. This also includes cost avoidance

amounts relative to the disposal. The Solid Waste reporting screen supports the following update areas:

Reporting Year

Disposed Site Quantity (lbs.)

Disposal Cost Amount (\$)

Annual Diversion Cost (\$)

Calculated Annual Diversion Cost (\$)

New Solid Waste Prevention Practices

New Solid Waste Prevention Practices Description

Solid Waste Disposal Comments

Date/Site/User

[Click here to go back to: Recycling and Affirmative Procurement Main Menu](#)

Total Solid Waste - "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Center is including other materials, such as construction and demolition debris.

Disposed Site Quantity (lbs.)

Enter the total weight in pounds (rounded to the nearest whole pound) of the solid waste disposed off-site.

Disposal Cost Amount (\$)

Enter the whole dollar amount of the total cost per year, by reporting year and site, of ALL material that has been scrapped.

Annual Diversion Cost (\$)

Enter the total cost for your Center's recycling program annually.

Calculated Annual Diversion Cost (\$)

This field will be populated with the sum of fees associated with each of your recycled materials.

New Solid Waste Prevention Practices

Select Yes or No from the drop-down box to indicate whether or not your site instituted any new Solid Waste Prevention Practices this reporting year.

New Solid Waste Prevention Practices Description

If you implemented New Solid Waste Prevention Practices during the reporting year, please describe here.

If you answered 'No' to the New Solid Waste Prevention Practices, please explain why.

Solid Waste Disposal Comments

Waste Transportations Cost (\$/ton/mi) Transportation Distance Arranging collection by or delivery to the appropriate recycling center or transfer station that accepts construction and demolition waste for purpose of recycling.

RAP Specifications Summary

The Recycling and Waste Specifications Summary screen reports the total number of specification documents that were modified during the Reporting Year for the specified site.

The information pertains to specifications, documents, Commercial Item Descriptions (CIDs), policies, etc. that exist, and have been reviewed/revised to optimize the use of recovered materials. The Specification Summary update screen supports the following update areas:

Specification Type

Reporting Year

Total no. of Specifications

No. of Specifications Reviewed

[No. of Documents Modified to Add Recovered Materials Preference](#)

[No. of Documents Modified to Remove Recovered Materials Prohibition](#)

No. of Documents Modified to Remove Requirements for Use of Virgin Materials

[Date/Site/User](#)

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Specification Type

This defaults from the report area selected on the Main Menu. The value entered in this field will indicate the type of specification area chosen by the user. This field can not be modified.

Total no. of Specifications

Enter the total number of all specifications and standards, Commercial Item Descriptions, Product Descriptions or other similar documents over which the reporting site has control during the current reporting year.

No. of Specifications Reviewed

Type in the total count of all specifications at the site that have been reviewed for recovered materials preference. This is a count of the specifications, standards, commercial item descriptions, product descriptions or other similar documents that have been reviewed during the current reporting year.

No. of Documents Modified to Add Recovered Materials Preference

Type the total number of documents that were modified during the current reporting year to add all recovered material preferences.

For example: your site may have reviewed 50 documents for the reporting year, but only 3 had any changes made to their content.

No. of Documents Modified to Remove Recovered Materials Prohibition

Type the total number of documents that were modified during the current reporting year to remove any blocks for the use of recovered materials.

For example: your site may have reviewed 50 documents for the reporting year, but only 3 had any changes made to their content.

No. of Documents Modified to Remove Requirements for Use of Virgin Materials

Type the total number of documents that were modified during the current reporting year for the use of *new* materials.

For example: your site may have reviewed 50 documents for the reporting year, but only 3 had any changes made to their content.

RAP Terms

AP Sales - remaining surplus property, exchange/sale property, and confiscated property are offered to the general public for sale.

Bio-based - fuels, chemicals, building materials, or electric power or heat produced from biomass. The term may include any energy, commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials. Provide sample list in excel spreadsheet (Soaps, detergents, cleaning chemicals, Inks, Dyes, Pigments, Oils, Waxes, and Fertilizers).

Bio-based Adhesives or glues - are made with gums such as milkweed, corn, sunflower and soybean.

Bio-based Cleaning chemicals, and degreasers - are produced from corn sugar, corn, sugar beets.

Bio-based Cosmetics - are produced from potatoes, starch and wheat.

Bio-based Detergents, Plastics, and Oils - are composed of vegetable oils and plant resins such as oats and soybean.

Bio-based Inks, Dyes, and Pigments - are composed of soybeans, part of the fats and oils family, is the largest source of plant-based oil.

Biodiesel fuel/Ethanol - are produced by barley, corn, soybean, sunflower and wheat.

Class III landfill - A landfill that accepts non-hazardous waste such as household, commercial, and industrial waste, resulting from construction, remodeling, repair, and demolition operations.

A) On Center: Specify which center landfill is located.

B) Off Center: Specify which location landfill is located.

C) Landfill: waste disposal site for the deposit of waste onto or into land.

Compost - Is the material resulting from composting, which is the natural process of decomposition of organic waste that yields manure or compost, which is very rich in nutrients. Compost, also called humus, is a soil conditioner and a very good fertilizer.

Diversion - A measure of the amount of waste material being diverted for beneficial use, recycling, reuse, or energy recovery compared with the total amount that was previously thrown away.

Donations - NASA fully supports and equally promotes and participates in the two donation programs authorized by both the Federal Property and Administrative Services Act of 1949, as amended and the Stevenson-Wydler Technology Innovation Act amendment of January 28, 1992 (Public Law 102-45). These goods are made available and offered on an "as is, where is" basis, without warranty of any kind to Public agencies, Nonprofit educational and public health activities, including programs for the homeless Nonprofit and public programs for the elderly, Public airports and Educational activities of special interest to the Armed Services.

Electronics: Equipment such as a product or apparatus that has its primary functions provided by electronics circuitry and components. Computers and peripheral equipment, financial systems, security systems, Entertainment, office products, test and measurement equipment, manufacturing equipment and data entry devices.

Environmentally Preferable products - Our efforts to promote products and practices that reduce our impact on the environment, bidders are encouraged to incorporate environmentally preferable criteria in as wide range of products and business practices as possible.

Green Janitorial products - Are products such as green purchasing to include the acquisition of recycled content products, environmentally preferable products and services, biobased products, energy- and water-efficient products, alternate fuel vehicles, and products using renewable energy.

Hammer Mill - A high-speed machine that uses hammers and cutters to crush, grind, chip, or shred solid waste.

Hauler - Garbage collection company that offers complete refuse removal service; many will also collect recyclables.

Herbicide - A chemical pesticide designed to control or destroy plants, weeds, or grasses.

Incineration - A treatment technology used to destroy waste by controlled burning at high temperatures.

Inert backfill site - A location other than inert fill or other disposal facility, to which inert materials are taken for the purpose of filling an excavation, shoring, or other soils engineering operation.

Land Use - Describes how a piece of land is managed or used by Center personnel (e.g. residential, industrial, development, roads, mining, timber, harvesting, landscape, grazing etc.)

Nylon Carpet: Include broadloom and modular carpet (tiles), are structured back products that have secondary backings made of urethane polypropylene, vinyl, or a hot melt. Nylon carpet must be purchased with recovered material when it meets applicable specification and performance standards.

Paint: Common water-based and oil-based household paint finishes (i.e. paint, primer, stain, sealer, varnish, wood finishing oil, aerosol paint cans)

Prohibited Wastes - Materials that are strictly prohibited from going to the landfill.

RAP equipment - Any equipment that reduces environmental impacts of mining, harvesting, and other extraction processes. The use of recovered materials can result in significantly lower energy and material input costs compared to virgin materials. In addition to conserving non-renewable resources and reducing the environmental impacts, recycling equipment also can divert large amounts of materials from valuable landfill space.

Recycle - The separation, collection and recovery of useful materials for manufacture into new products or raw materials.

Recycling projects - Any project or practice that eliminates or reduces the amount of pollutants, contaminants, or hazardous substances, including fugitive emissions, from entering the waste stream or being released into the environment

Sales - Purchasing a product that contains recycled-content material such as writing paper with 30% recycled-content, re-refined lubricating oil, retread tires, or purchasing concrete with fly ash. Also accepted goods made available to select non-profit or charitable organizations for reuse or salvage. Recycle electronic scrap.

Sanitary waste - Solid wastes, such as garbage, that are generated by normal housekeeping activities and are not hazardous or radioactive.

Solid Waste and Construction Demolitions Debris Includes all non-hazardous building materials and solid waste resulting from construction, remodeling, alterations, repair, and demolition operations. This term includes asphalt concrete, Portland concrete cement, brick, lumber, gypsum wallboard, cardboard and other associated packaging, roofing material, ceramic tile, carpeting, plastic pipe and steel.

Solvent Substitution - Replacement of a hazardous solvent with a less hazardous or non-toxic material for the purpose of eliminating hazardous mixed waste

Utilization - Excess Property is offered for reuse within the Federal Governments. Materials that are unwanted by one party, then used for its intended purpose by another party. Hand-me-down clothes, using unwanted paint, refilling a gas can are examples of reuse.

Waste diversion projects - A method in which waste is changed from something that is of no or relatively small value and is reused as a new product. An example of this is the aluminum can, which is collected than reprocessed into new aluminum products.

White goods - metal appliances such as refrigerators, freezers, clothes washers, dishwashers, clothes dryers, ranges, stoves, air conditioners and hot water tanks

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Reporting Year

This is the **fiscal year** to which the reported information applies, not necessarily the year in which you are submitting the report. EPCRA and ODS are based on **calendar year** information.

The current Reporting Year will be automatically entered based on the selected reporting type. If needed, you can call the Help Line at (216) 433-2300 and have the Reporting Year changed to the year you are reporting on if it is different from the default.

Date/Site/User

These are default fields based on the login information.

Date - This defaults to the date the original report was created (MM/DD/YYYY).

Site - The locations of the reporting information are abbreviated as follows:

- **ARC** - Ames Research Center
- **DFRC** - Dryden Flight Research Center
- **GRC** - Glenn Research Center
- **GSFC** - Goddard Space Flight Center
- **HQ** - Headquarters Code JE
- **JPL** - Jet Propulsion Laboratory
- **JSC** - Johnson Space Center
- **KSC** - Kennedy Space Center
- **LaRC** - Langley Research Center
- **MAF** - Michoud Assembly Facility
- **MSFC** - Marshall Space Flight Center
- **NIP** - NASA Industrial Plant
- **SSC** - Stennis Space Center
- **WFF** - Wallops Flight Facility
- **WSTF** - White Sands Test Facility

User - The identification of the person who is responsible for the integrity of the reported information. This is the name used to sign on to NETS.

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